



Department of Finance Strategic Plan

July 2008 - December 2010

Mission

The Department of Finance mission is as follows:

- Serve as the Governor's chief fiscal policy advisor.
- Promote responsible resource allocation through the state's annual financial plan.
- Ensure the financial integrity of the state.

Vision

The Department of Finance vision statement is as follows:

- Be the voice of expertise in fiscal matters of the state.

Values

As an organization, the Department of Finance embraces the following values:

- INTEGRITY - We consistently adhere to our duty to execute the mission and responsibilities of the Department of Finance while advancing the goals of the Administration.
 - EXPERTISE - We are a reliable source of accurate information and sound fiscal and policy advice.
 - TEAMWORK - We work together collaboratively and in recognition of the contribution each of us makes to the common purpose of serving Finance, the Administration, and the people of California.
 - RESPECT - We recognize the validity of other points of view and treat others with civility.
 - PROBLEM SOLVING - We strive to find practical and effective solutions to achieving desired goals.
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Initiatives

Goal 1.1

Oversee the implementation of Budget Reform to ensure the state is positioned to maintain a balanced budget by July 1, 2010.

Goal 1.2

Oversee agencies and departments' progress on the Strategic Growth Plan, ensure the Strategic Growth Plan, Bond Accountability Website is maintained (www.bondaccountability.ca.gov), and ensure accountability through on-going oversight and audits of bond fund expenditure by January 1, 2009.

Goal 1.3

In partnership with the State Controller's Office, State Treasurer's Office, and Department of General Services, play an active role in the long-term implementation of FI\$Cal.

Learning and Growth

Goal 2.1

Review current recruiting and hiring processes and identify improvements that will result in a reduction in vacancies by 20 percent by June 30, 2009.

Goal 2.2

Develop a staff retention plan with a goal of reducing turnover by 10 percent by June 30, 2009.

Goal 2.3

Focus on employee development and training by adding and/or updating courses to the Department of Finance Training Program and adding employee development plans to the annual employee assessment process by February 1, 2009.

Goal 2.4

Invest in the development of our management team by increasing the number of managers attending Management Development Training from four to six by June 30, 2009.

Goal 2.5

Conduct an internal assessment of the use of information technology and identify areas where Department of Finance can leverage the use of technology in its day to day operations by July 1, 2009.

Customer Service

Goal 3.1

Review the Department of Finance website to identify areas that need to be updated and where accessibility can be improved by June 30, 2009.

Goal 3.2

Work with the Governor's Office Cabinet, Legislative, and Communications units to identify processes that can be improved to ensure that they are well informed and participating in Finance budget and policy development at the earliest stages by September 30, 2008.

Goal 3.3

Improve the timeliness and thoroughness of the multi-year forecast and improve coordination with the Legislative Analyst's Office by January 1, 2009.

Goal 3.4

Hold management level meetings at least biannually to identify areas where Department of Finance can improve internal operations and reduce duplication to allow additional time to focus on more detailed analysis of budget-related policies by September 30, 2009.

Financial Management

Goal 4.1

Ensure that departments are knowledgeable about the requirements of the Fiscal Integrity and State Managers Accountability Act and increase the number of departments that complete the biennial review of internal controls by 20 percent by December 31, 2009.

Goal 4.2

Work with the Department of Personnel Administration on a plan to fund the Other Post-Employment Benefits (OPEB) by September 30, 2008 and begin funding the liability by July 1, 2009.

Goal 4.3

Establish forums or workgroups for the state's accountants to share and discuss ideas, problems, and solutions. Complete the current statewide accounts receivable workgroup effort by June 30, 2009.

Goal 4.4

In partnership with the State Controller's Office and the State Treasurer's Office, enhance departments' awareness of the state's cash management improvement effort. Develop and implement educational information by June 30, 2009.

Internal Business Processes

Goal 5.1

Review current budget workload and processes and identify areas where changes can be made which will result in overtime being reduced back to the levels of at least 2006-07 by September 30, 2009.

Goal 5.2

While maintaining an adequate level of support for the legislative budget process, find ways to minimize workload driven by and for the Legislature by January 1, 2009.

Goal 5.3

Develop and implement a standardized on-line (I-drive) filing system by September 30, 2008.

Goal 5.4

Take an active role in seeking ways to lower greenhouse gas emissions by recycling, reducing paper usage by posting reports on the website, and trading the delivery van for an electric vehicle by September 30, 2008.
